

**Stark County Board of Developmental Disabilities  
Annual Organizational Meeting and Board Meeting  
January 22, 2019  
Minutes**

**ANNUAL ORGANIZATIONAL MEETING**

The annual organizational meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, January 22, 2019, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:07 p.m.

**Oath of Office:**

Attorney Leslie Iams Kuntz administered the oath of office to reappointed Board member Carmelita Smith.

**Roll Call:**

**Present:**

**Absent:**

**Board Members:**

President Dan Sutter  
Vice President Maria Heege  
Recording Secretary Roger Gines  
Dr. Jessica Falvo Lang  
Carmelita Smith

Carlene Harmon (excused)

**Also Attending:**

Bill Green, Superintendent  
Amy Anderson, Director of Service & Support Administration  
Tim Beard, Buildings/Grounds Maintenance Manager  
Myrna Blosser, Principal, School Programs  
Leigh Page, CFO/Business Manager  
Connie Poulton, Director of Human Resources  
Kristen Quicci, Manager of Nursing Services  
Diane Sidwell, Manager of Transportation  
Tom Vaughn, MUI Manager

**Election of Officers:**

President Sutter reported that the nominating committee was made up of Carlene Harmon, Board member and Finance Committee member; Dan Sutter, Board President and Finance Committee member; and Roger Gines, Board Recording Secretary, Personnel Committee member, and Nominating chair. They proposed the following 2019 slate of officers: Dan Sutter, Board President; Maria Heege, Vice President; and Dr. Jessica Falvo Lang, Recording Secretary.

01-01-19: The Board passed a resolution to approve the proposed 2019 slate of officers.

Roger Gines moved for approval of Resolution 01-01-19. Carmelita Smith seconded.

The Board duly adopted.

**2019 Board Meeting Schedule:**

During the organizational meeting, the board meeting schedule is set for the year. A copy of a tentative schedule that was shared during the December board meeting was reviewed. There were no questions or concerns with the proposed schedule so it was accepted.

Board meetings will be held on the fourth Tuesday of the month, except in December, at 6:00 p.m. in the Ernest Cohen Room at Whipple-Dale Centre. The meeting dates are as follows: February 26, 2019, March 26, 2019, April 23, 2019, May 28, 2019, June 25, 2019, August 27, 2019, September 24, 2019, October 22, 2019, and December 17, 2019. There are no Board meetings in July and November.

Previous discussion took place about holding the first in-person board training after the February board meeting. President Sutter proposed that the second in-person training take place after the April board meeting. The two additional hours will be through Relias, the agency's learning management system.

**Committee Appointments:**

The following committee appointments were made: Ethics Council – Carlene Harmon and To Be Determined; Personnel Committee – Carlene Harmon as Chair, Maria Heege, Carmelita Smith, and Paul Herrera as a community member; Finance Committee – Roger Gines as Chair, Dr. Jessica Falvo Lang, and Dan Sutter. The Nominating Committee for 2020 will be Roger Gines as Chair, Carlene Harmon, and Dan Sutter. They will meet prior to December 31, 2019, to propose a slate of officers for the 2020 calendar year.

Finance Committee Meetings will be held at 12:00 p.m. in the Superintendent's Conference Room on the Tuesday that occurs before the monthly Board Meeting. The meeting dates are as follows: February 19, 2019, March 19, 2019, April 16, 2019, May 21, 2019, June 18, 2019, August 20, 2019, September 17, 2019, October 15, 2019, and December 10, 2019.

Personnel Committee Meetings will be held at 3:00 p.m. in the Superintendent's Conference Room on the Friday that occurs before the monthly Board Meeting, except in April when the meeting will occur on Thursday. The meeting dates are as follows: February 22, 2019, March 22, 2019, April 18, 2019, May 24, 2019, June 21, 2019, August 23, 2019, September 20, 2019, October 18, 2019, and December 13, 2019.

**Ethical Code of Conduct Declaration and Conflict of Interest Declaration:**

President Sutter requested that each of the board members read and sign the Ethical Code of Conduct Declaration and Conflict of Interest Declaration documents in their board member notebooks. These declarations are signed each year. They should be turned in after the board meeting or returned to Kathy Albright, Executive Assistant, within the next two weeks.



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### **Annual Board Self-Assessment:**

President Sutter indicated that the completed Annual Board Self-Assessment was inside the board member notebooks. He gave a PowerPoint presentation of the board members' ratings and comments.

### **Individual Board Member Self-Assessment:**

In President Sutter's review of the Individual Board Assessments, he saw these topics emerge and provided feedback:

- Would like to be more involved with other committees. Hopefully this was addressed with a committee assignment.
- Knowing and understanding better about MUIs. With the new rule, this may be a good board training topic.
- Spend a day touring and seeing the daily activities at Eastgate and Southgate. President Sutter asked if Superintendent Green would arrange a tour for any interested board members.
- Would like to have a presentation on the client's various jobs, including the success stories as well as the problems. How our agency contacts prospective employers, job coaching, etc. There will be a detailed presentation on employment at the October board meeting as part of Disability Employment Awareness Month to address this recommendation.
- To continue to learn the governmental side of community work. Recommend an assignment to the Finance Committee that pertains to requirements and appropriate use of our funds.
- Continue to learn more about board policies and procedures. Possible assignment on the Personnel Committee to assist with learning about the day to day operations of the Board.
- Continue to learn about our financial position through 2023 and beyond. An assignment on the Finance Committee will assist with this request for information.
- Would like to continue to learn about compliance for county boards. How do we get more providers up to the gold standard rating? The updates on our strategic plan and another board in-service program may be of benefit.

The Board will coordinate with the Superintendent to work towards these improvements and goals.

### **Board In-Services Discussion:**

President Sutter reported that to date, we have not received the Ohio Department of Developmental Disabilities mandated training topics but we would like to do two 1-hour trainings in person. The other two 1-hour trainings will be on Relias.

President Sutter also added that the Probate Court has been aggressively seeking a community member to fill the vacancy on our board. We would like to have a new board member installed at our February meeting.

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**Adjournment:**

Dan Sutter, Board President, requested a motion to adjourn. Maria Heege moved for approval. Roger Gines seconded. The meeting was adjourned at 6:25 p.m.

**REGULAR BOARD MEETING**

**Call to Order:**

A regular meeting of the Stark County Board of Developmental Disabilities was held on Tuesday, January 30, 2018, at 2950 Whipple Avenue NW, Canton, Ohio. The meeting was called to order by President Dan Sutter at 6:25 p.m.

**In Memoriam:**

A moment of silence was observed for the following: Gene Leeroy Clapper, he received services from the SSA Department and attended The Bridge; Rhea Sue Bossart, she received services from the SSA Department and previously attended the Stark County Board of DD workshop program; Christina Imani Mayberry, she received services from the SSA Department and previously attended Rebecca Stallman Southgate School; Wilburn "Keith" Starnes, he received services from the SSA Department and previously attended Rebecca Stallman Southgate School, the Whipple-Dale workshop and The Bridge; Rhonda Elaine Thomas, she received services from the SSA Department and previously attended the Stark County Board of DD workshop program; and Neva Jeanette Glass, she received services from the SSA Department and previously attended the Stark County Board of DD workshop program.

**Minutes of the Previous Board Meeting:**

President Dan Sutter requested a motion for approval of the Board Meeting minutes of December 18, 2018.

Roger Gines moved for approval. Dr. Falvo Lang seconded.

The Board duly adopted.

**Public Speaks:**

None

**President's Report:**

President Sutter reported that we had some very positive results with the recent accreditation survey. Both President Sutter and Vice President Maria Heege met with the reviewers and felt confident things were going to go well. The reviewers made positive comments about the SSAs and their commitment to Stark DD.



As we begin the new year, President Sutter wants each board member to know that he is readily accessible to them for any questions, concerns, or suggestions for topics of discussion. He thinks as a board they need to keep a close eye on the board reports and ensure that the strategic plan they approved is getting accomplished.

### **Superintendent's Report:**

Superintendent Green explained that the accreditation survey reviewers look at everything we have done over the past three years in regards to every plan we have written to documentation to interviewing people at their sites, whether at home or at work. It was a culmination of continuous improvement that brought about an incredibly positive result. This is the first time, since he has been at Stark DD, that the SSA Department did not have any citations, which is huge. We did receive two citations in Investigative Services and two citations in Early Intervention. Human Resources did not receive any citations. Overall, we had incredible results. It is about what we do every day and we have a great team assembled.

Superintendent Green went on to review the 2018 Annual Progress Report on the Strategic Plan. This report was also sent out electronically with a request for feedback. We have received 50 responses in about a week's time. In the overall plan from 2017 to 2018, we have improved from a rating of 5.5 to 6.5 and are still within the yellow designation. This means initiatives are still in process with satisfactory progress to date.

Metrics that are designated as red, which indicate slow progress or objectives that are delayed or have stalled include the following:

- Expand the number of self-advocacy groups that meet at least on a monthly basis – Right now we know of 4 groups that meet on a regular basis. We have established a People First group for the county and presently have 13 attendees on a regular basis.
- Results of the 2018 independent poll conducted by the Centers for Marketing Opinion Research showed that 70.4% of those surveyed have heard of Stark DD but only 22.4% of them were aware of our services – This number has steadily gone down since our levy year in 2013.
- Forge a relationship with a local university that would employ university students within the provider community – We did have a relationship with Malone that started to gain traction but then the champion advisor went somewhere else. Now we are working on a mentorship program with R.G. Drage, a vocational center in Stark County, to have a certificate program to become a Disabilities Services Professional (DSP).

The following are some of the highlights from 2018. Last year we enrolled 167 people on either a new, replacement, or state funded waiver, we budgeted for 95 but were able to provide more due to waivers people vacated or disenrolled from. We have a metric to enroll 25 people on the Individual Options waiver due to emergency circumstances but were able to enroll 51 people in 2018 due to a reduction in the use of Level 1 waivers.

We will provide a six month progress report in June. Last March when we reported on the progress, we had 13 metrics that we were not succeeding on but 10 have now moved from red to yellow.



Superintendent Green noticed that some of the board members were interested in learning more about the history of how Stark DD evolved and asked if they would like their February in-service to cover this topic. It was agreed that would be the topic.

**Committee/Department/Other Reports:**

- A. Finance Committee – Minutes in Board packet  
Next meeting: February 19, 2019, at 12:00 p.m.
- B. Personnel Committee – Minutes in Board packet  
Next meeting: February 22, 2019, at 3:00 p.m.
- C. Ethics Council – Minutes in Board packet  
Next meeting: February 26, 2019, at 5:45 p.m. (if needed)

**Old Business:**

None

**New Business:**

None

**First Reading of Board Policies:**

Connie Poulton, Director of Human Resources, gave the first readings on the following policies. These policies will be presented during the February Board meeting for second reading and Board approval.

- Policy 2.10 Risk Management – Reviewed
- Policy 2.11 Code of Conduct – Revised
- Policy 2.19 Utilizing County Tax Dollars as a Last Resort – Reviewed
- Policy 3.07 Transmittable Disease – Revised
- Policy 5.01 Early Intervention Program and Services – Revised

Superintendent Green commented on Policy 2.19. This is a really significant policy in regards to the operation of the Board. If an individual's family comes to us for services and is Medicaid eligible, they are required to accept a Home and Community Based Services (HCBS) waiver. If they do not, we just pay two days a week for services which would equate to what a HCBS waiver would cost. At the time this was very controversial, but this is why we are where we are financially today. The County Boards that have not done this are dealing with significant financial issues. This is a way to be the greatest benefit to the greatest number of people.

**Financials and Board Resolutions:**

01-02-19: Operating Fund #071

A. Two Payrolls for December	\$1,268,663.27
B. Bills for Payment in December	<u>\$1,040,462.16</u>
TOTAL	\$2,309,125.43

Maria Heege moved for approval of Resolution 01-02-19. Roger Gines seconded.

Discussion:

Leigh Page, CFO/Business Manager, reported that for the month of December total local revenue received was \$333,908; total state revenue was \$178,656; and federal total revenue received was \$875,291. The total revenue received for the month was \$1.39 million.

We had two payrolls for the month of December totaling \$1.26 million; total benefits paid were \$682,737; and total other expenses paid were \$357,724. Total expenses paid for the month were \$2.3 million. We spent \$921,267 more during the month of December than we brought in.

Year to date revenue as of 12/31/18 was \$53.5 million. As compared to 2017, this was a positive variance of \$1.8 million. Total expenditures for 2018 were \$49.6 million. As compared to 2017, this was a decrease from \$50.6 million. Our unencumbered cash at 1/1/18 was \$39.2 million. We carried over \$676,950 from 2018 purchase orders that are still open. We cancelled \$299,254 from 2017. Adding in our positive change in financial position for the year of \$3.8 million, we ended with unencumbered cash of \$42.75 million. The primary factor for the positive \$3.8 million was the receipt of the second cost settlement. At the beginning of the year, we received one cost settlement for about \$2.6 million. Then we received another one that was almost \$2.9 million. We normally receive these settlements every other year.

For budget versus actual, total revenues brought in were \$53.5 million, which was 6.9% over what we expected. That is mainly due to the cost settlement. Expenses were just under \$50.0 million. We only spent 93.24% of our budget. That is positive because we usually run between 95% and 98%.

We paid out \$316,677 in prior year purchase orders and closed out just under \$300,000.

We had two payrolls in the month of December for a total of \$1.26 million. One of these payrolls included a vacation buy back. Our total non-payroll amount was \$1.04 million.

The Board duly adopted.

**Second Reading of Board Policies:**

Connie Poulton, Director of Human Resources, gave a brief summary of the following policies that were presented for second reading:

- Policy 2.29 Free Choice of Provider – Revised
- Policy 4.23 Resignation – Reviewed
- Policy 4.40 Payroll – Reviewed
- Policy 4.45 Work Related Injuries – Reviewed
- Policy 4.57 Salary Administration – Revised



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Policy 4.60 Exit Interview – Reviewed  
Policy 5.21 Preschool Transitions – New  
Policy 5.25 Intake and Exit from Adult Services – Delete  
Policy 6.15 IT Remote Access – Reviewed  
Policy 6.20 IT Cell Phone and Personal Devices – Revised

Board member Roger Gines asked about the effective dates on the policies. Superintendent Green explained that the policies that are just reviewed are effective the date of the board meeting. Policies that are new or have revisions are effective a month from the date of the board meeting.

01-03-19: Resolution to approve the Board policies presented for second reading

Roger Gines moved for approval of Resolution 01-03-19. Carmelita Smith seconded.

The Board duly adopted.

**Adjournment:**

Dan Sutter, Board President, requested a motion to adjourn. Roger Gines moved for approval. Maria Heege seconded. The Board adjourned at 6:58 p.m.

The next Board meeting is scheduled for Tuesday, February 26, 2019, at 6:00 p.m.